



Baltimore City Department of Human Resources

Gladys B. Gaskins, Director of Human Resources

Stephanie Rawlings-Blake, Mayor

EXAMINATION FOR:

FORENSIC ARTIST

SALARY:

\$38,175 – \$46,251

GRADE:

88

CLOSING DATE:

October 29, 2010 is the last day to file an application.

POSITION: A Forensic Artist interviews witnesses and victims of crimes, gathers information about the appearance of a suspect, and draws a sketch to match that description which is used in criminal investigations, Employee work a conventional workweek, subject to callback in the event of an emergency.

The eligible list may be used to hire persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, each candidate must:

Have a bachelor's degree from an accredited college or university;

AND

Have two years of experience in performing forensic art;

OR

Have an equivalent combination of relevant education and experience in performing forensic art.

SELECTION PROCESS: All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for this position. Qualified candidates will not be listed in rank order.

NOTE: Candidates must obtain and maintain a Forensic Art Certification issued by the International Association for Identification (IAI) within two years of appointment. Failure to obtain or revocation of the Certification by the International Association for Identification are grounds for dismissal.

QUALIFIED APPLICANTS WILL BE INTERVIEWED, FINGERPRINTED, REQUIRED TO PASS A PHYSICAL EXAMINATION, BACKGROUND INVESTIGATION AND FURNISH PROOF OF DATE OF BIRTH AND EDUCATION.

FOR YOUR CONVENIENCE: Applicants may also obtain and submit applications for this title at the following location:

Baltimore City Police Department
601 East Fayette Street
Main Lobby
Baltimore, Maryland 21202

This location is for pick up and drop off only.
No mail is accepted at this address.

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KR/mb POSTED: 10/04/10

Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

PROBATION: All persons, including current City employees, selected from an eligible list resulting from this examination will be on probation for six months.



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